



CITY OF COLLEGE PARK

Position Title: Finance Office Manager
FLSA Status: Exempt
Reports to: Assistant Director of Finance

GENERAL DESCRIPTION: The person in this position performs accounting and special projects for the Finance Department. This position also manages the public-facing staff who provide customer service for bill payments, parking permits, pet permits, etc. This person is also cross-trained to provide backup in the absence of the Payroll Specialist and the Accounts Payable Specialist.

Reports to the Assistant Director of Finance, who assigns and reviews work for compliance with goals and objectives and quality of results. May also receive assignments directly from the Director of Finance.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required, and other duties may be required or assigned.

- Makes recommendations to modify policies and procedures concerning the collection of monies for the City; exchanges ideas with upper management to develop new policies and procedures affecting the Finance Department.
- Supervises the City's cash intake, including all money collected for fines, taxes, fees, and parking revenues, both online and in person.
- Supervises the work of the Fiscal Support Specialists engaged in customer service, revenue collection, and other program activities. Provides technical direction and training; evaluates and reviews work performance; and conducts timely performance reviews. Assures positive and responsive customer service.
- Collects, analyzes, and ensures the accuracy of financial data from the daily cash batches of subordinate staff.
- Confers with customers to discuss and resolve any issues concerning all aspects of revenue collection for the City.
- Opens and distributes mail, both electronic and paper, and post entries for any revenues received.
- Oversees and administers cash handline audits at other City buildings, together with the Director and Assistant Director of Finance. Recommends improvements and new procedures as needed.

- Works collaboratively with other departments to implement new software products as needed, improve work efficiency, and improve customer experience.
- Promotes an effective relationship between the City and its residents and customers.

ADDITIONAL DUTIES

- Leads or participates in special projects as assigned.
- Performs the duties of the Payroll Specialist and the Accounts Payable Specialist when they are out of the office. Approves bi-weekly payroll if the Director and Assistant Director are not available.
- Approves Accounts Payable batches as needed.
- Recommends budget items for the Finance Department.
- Prepares and approves journal entries.
- Represents the City in the community as required.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Technical Knowledge and Experience:

- Federal, State, County, and local tax, permitting, and fee structures.
- Principles and methods of government accounting.
- Data sources and the ability to compile and analyze data and develop strategies informed by data analysis.
- Current Windows, Outlook, and Microsoft Office programs. Must learn specific software used by the City within the probationary period.

Physical Requirements:

- Ability to operate various office equipment including computers, cameras, facsimile, copying, and scanning machines.
- Ability to operate a keyboard for extended periods.
- Ability to stand, walk, bend, stoop, and lift to 10 lbs regularly.
- Ability to maintain regular attendance at work and required events.

Language Ability & Interpersonal Communications:

- Ability to speak and write clearly and concisely to a range of different audiences and for various purposes.
- Ability to provide analysis, input, and critical thinking of an independent nature to the Finance Director, City Manager, and others as needed.
- Ability to deal effectively with all levels of City government, residents, staff, officials from State and local government, and community agencies.
- Ability to research and prepare various reports, communications, special projects, correspondence, and other documents.
- Ability to read, understand and follow oral and written instructions.

Environmental Adaptability

- Most work is performed indoors in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

- Bachelor's degree in accounting, business, finance, or related field; plus
- a minimum of four years professional experience in accounting and collections;
- or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

College Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer.